

6 June 1978

Dear *(Sent to Office Director)*

I have given considerable thought as to whether to write you this letter and, additionally, have discussed the matter with several of my colleagues. Their reactions were somewhat mixed and there was no clear consensus. After considerable reflection, however, I am convinced that you will receive this letter in the spirit in which it is written and will cooperate with us if indeed you have plans you can share with us.

In the interests of sound personnel planning, for purposes of ensuring the continuing viability of the Directorate, and so that we may assure the continuance of the excellent leadership found throughout this Directorate, I would like to raise with you the matter of any potential retirement plans you may have. I bring this matter up solely on the merits of the case I have just described and for no other reason. What we seek is that information which will allow us in a thoughtful and orderly fashion to continue to focus on the need to ensure continuity of leadership.

If you have arrived at any particular date in your mind when you believe you will be contemplating retirement, I would appreciate your sharing that thought with me. By so doing you will in no way be establishing a commitment to retire on that date. You will merely be giving us some guidance to carry on with our necessitous planning. The information will be held in my own office and I leave it to you should you wish to make others aware of it.

As I previously mentioned, we gave considerable thought before deciding to embark on this course of action. I do believe it is desirable and I further trust you would concur in that judgment. May I suggest that you respond to me personally in an "Eyes Only" fashion. If you would like personally to discuss any aspect of this matter, please feel free to contact me.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

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